



2004 Service to America Medals Award and Nomination Information

General Eligibility

All career civilian federal employees of the Executive Branch of the United States Government, similar employees of the Library of Congress, General Accounting Office, Office of the Capitol Architect, Government Printing Office, Administrative Office of the U.S. Courts, Smithsonian Institution and Botanical Gardens are eligible for nomination to the Service to America Medals Program. Former federal employees who separated from government service after October 15, 2003 may also be nominated.

Additional eligibility requirements are provided for the Call to Service and Career Achievement Medals.

We will accept team nominations for the medal categories relating to specific fields of government – Homeland Security, Justice and Law Enforcement, National Security and International Affairs, Science and Environment, and Social Services.

Selection Criteria

For all award categories, the nominee must have shown a strong commitment to public service and demonstrated one or more significant accomplishments within his or her particular government field that were innovative and high impact, and met a critical need for the nation.

Additional selection criteria are provided under each award.

Nomination Process

All nominations to the Service to America Medals must be submitted on-line. To submit a nomination, visit the *Government Executive* website at www.govexec.com/pps. The nomination period will close on March 1, 2004 at 5:00 PM EST.

Nominations may be submitted by any person familiar with the nominee and his or her work, except:

- Self-nominations will not be accepted.
- Individuals involved in the selection process, including members of the Selection Committee, may not submit nominations.

Each nomination may be submitted for one medal category at a time. Nominations may be resubmitted for additional medal categories. The nomination review committee reserves the right to consider all nominations for additional medal categories.

If you are submitting a team nomination, please select one member as “team lead.” For the Last Name field, enter the lead’s last name and add “(team lead)” -- [For example, Last Name: Smith (team lead).] Please include the official team name in essay #1, and answer both essay questions based on the team’s accomplishments.

Nominators are encouraged to gather all of the necessary information about a candidate before beginning the on-line nomination process. You are also encouraged to write your nomination essays using a word processing program from which you can cut and paste the text into the essay section of the online nomination form.

Once the on-line nomination process is started, it must be fully completed in order to be processed. It is not possible to save a partially completed nomination form.

Upon completion of the on-line nomination form, the nominator will receive an email confirming receipt of the nomination.

Selection Process and Awards Ceremony

Nomination packages will be reviewed after the nomination period closes, and finalists in each category will be identified in Summer 2004. Nomination information will be verified via the provided references and additional sources.

A Selection Committee will review the nomination packages of the finalists and select award recipients to be honored in Fall 2004. The Selection Committee consists of public figures and national leaders representing government, business, media, entertainment, academia, and the non-profit/foundation community.

The recipients of the 2004 Service to America Medals will be honored at an awards gala in Washington, DC. Awardees will receive a monetary award and will be featured in an issue of *Government Executive* magazine. The *National Journal* and *The Atlantic Monthly* will also profile the award recipients.

(Scroll down for Awards Overview)

Awards Overview

1. Federal Employee of the Year Medal

This award recognizes a federal employee whose professional contributions exemplify the highest attributes of public service. This medal is accompanied by a \$10,000 monetary award.

General eligibility requirements apply.

Finalists for this category will be selected from the nominations for all other medal categories. Please select the medal category that most closely represents the work of the nominee and his or her accomplishment(s).

2. Career Achievement Medal

This award recognizes a federal employee for significant accomplishments throughout a lifetime of achievement in public service. This medal is accompanied by a \$10,000 monetary award.

General eligibility requirements apply.

Special eligibility criteria: nominee must have at least 20 years of career federal civil service (hired before January 1, 1984).

Throughout his or her career, the nominee must have shown a continued commitment to public service and demonstrated several significant accomplishments within his or her particular government field that were innovative and high impact, and met a critical need for the nation.

3. Call to Service Medal

This award recognizes a federal employee whose professional achievements reflect the important contributions that a new generation brings to public service. This medal is accompanied by a \$5,000 monetary award.

General eligibility requirements apply.

Special eligibility criteria:

- **Nominee must have entered the federal civil service within the last five years (hired after January 1, 1999)**
- **Nominee must have been 35 years of age or younger on October 15, 2003**

Within the past three years (since January 1, 2001), the nominee must have shown a commitment to public service and demonstrated a significant accomplishment within his or her particular government field that was innovative and high impact, and met a critical need for the nation.

4. Medals in specific government fields

These awards recognize federal employees for significant contributions to the nation in activities related to their particular field of government. These medals are accompanied by monetary awards of \$3,000 each.

- **Homeland Security**
 - Border and transportation security
 - Emergency preparedness and response
 - Intelligence
 - Law enforcement
- **Justice and Law Enforcement**
 - Civil rights
 - Counterterrorism
 - Criminal justice
 - Fraud detection and prevention
- **National Security and International Affairs**
 - Defense
 - Diplomacy
 - Intelligence
 - Trade
- **Science and Environment**
 - Biomedicine
 - Economics
 - Energy
 - Information technology
 - Meteorology
 - Resource conservation
 - Space
- **Social Services**
 - Education
 - Health care
 - Economic development and assistance
 - Housing
 - Labor
 - Transportation

General eligibility requirements apply.

Within the past three years (since January 1, 2001), the nominee must have demonstrated a significant accomplishment within his or her particular government field that was innovative and high impact, and met a critical need for the nation.

(Scroll down for Nomination Form)

Nomination Form

- Nominee Information

Note: If you are submitting a team nomination, please select one member as “team lead.” For the Last Name field, enter the lead’s last name and add “(team lead)” -- [For example, Last Name: Smith (team lead).] Please include the official team name in essay #1, and answer both essay questions based on the team’s accomplishments.

- Prefix (e.g. Mr., Ms., Dr.)
- First Name
- Last Name
- Employer (Agency and office/department)
- Position / Job title
- Pay category
 - General schedule or similar
 - Wage grade
 - Executive (SES or equivalent)
 - Other
- Current pay grade
- Total years of federal service
- Office address
- Office phone number
- Home address (*optional*)
- Home phone number (*optional*)
- Office email address
- Alternate email address (*optional*)
- Date of birth
- Medal category

(Note: The nomination review committee reserves the right to consider all nominations for additional medal categories.)

- Nominator Information

- First Name
- Last Name
- Agency and office/department
- Office Address
- Office email address
- Alternate email address (*optional*)
- Office phone number
- Relationship to nominee
- How did you first hear about the Sammies?

- Additional information
 - Three references for the nominee who can verify the information contained in this application. The first two references must be the nominee's supervisor and a more senior level official within the nominee's organization.
 - Names
 - Titles
 - Phone numbers
 - Email addresses
- Essay Responses
 1. In 500 words or less, identify the specific accomplishment(s) for which you are nominating this person or team. In this essay:
 - Summarize the accomplishment within the first two sentences.
 - Indicate when the accomplishment occurred.
 - Explain whom the accomplishment benefits and how it benefits them.
 - Describe why the accomplishment is important to the nation.
 2. (Optional) In 300 words or less, describe any additional attributes or activities that exemplify the nominee's commitment to public service. This essay may include the following:
 - The nominee's role as a mentor or leader of others in the workplace.
 - Other recognition or awards the nominee has received for outstanding accomplishments during his or her career.
 - Community service or volunteer projects performed by the nominee during the last three years (since January 1, 2001).